



PRINCIPAL ARCHITECT
Final Filing Date: April 9, 2009

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (**excluding** Prison Industry Authority and **including** California Prison Health Care Services [Plata])

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation **OR** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; **OR** 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; **OR** 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Selection Services **Office of Selection Services**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **April 9, 2009** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **June/July 2009**

SALARY RANGE(S) As of: **December 24, 2008**
\$9,842-\$10,853

MINIMUM QUALIFICATIONS Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)

Either I
Two years of experience in California state service performing the duties of a Supervising Architect.

Or II
Experience: Broad and extensive experience (more than five years) in architectural planning and design of major buildings, at least two years of which shall have involved the supervision of subordinates in major architectural design projects.

And
Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:**
- 1. Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings
 - 2. Architectural and building materials
 - 3. Costs, codes, and construction methods
 - 4. Structural, electrical, and mechanical engineering as related to buildings
 - 5. Methods of organization and personnel management
 - 6. Principles of budgeting
 - 7. The Department's Equal Employment Opportunity Program objectives
 - 8. A manager's role in Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives

- Ability to:**
- 1. Make and analyze comprehensive architectural designs
 - 2. Present information clearly and effectively in pictorial and written forms
 - 3. Analyze situations accurately, and adopt an effective course of action.
 - 4. Direct the work of a group of architectural designers or project architects
 - 5. Effectively contribute to the Equal Employment Opportunity Program objectives
 - 6. Direct the work of a group of architectural designers or project architects.

ELIGIBLE LIST INFORMATION The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S) A Principal Architect, under general direction, plans and coordinates the work of a design staff in the creation of plans and designs, and related activities for all state buildings and structures; provides top management liaison with State Client Agencies in all matters relating to the practice of architecture, and performs other related duties.

Position(s) exists with the Department of Corrections and Rehabilitation in Sacramento.

VETERANS POINTS/ CAREER CREDITS Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation's Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS